

## On-Line Examination/Certification Training Registration Form

**Instructions For Completing The Form:** Please complete all sections of this form and either mail or fax it to the On-Line Training Program. If you are uncertain about how to complete any section, please contact the On-Line Training Program.

State Personnel Board  
On-Line Training Coordinator  
801 Capitol Mall, MS-55A  
Sacramento, CA 95814

Phone: (916) 653-0549  
CALNET: 8-453-0549  
FAX: (916) 653-1280

### ATTENDEE'S INFORMATION

<b>Last Name:</b>		<b>First Name:</b>	
<b>E-Mail Address:</b>		<b>Civil Service Class:</b>	
<b>Agency:</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Telephone:</b>	<b>CalNet:</b>	<b>Fax:</b>	
<b>Disability Accommodation needed?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES: <input type="checkbox"/> Auditory <input type="checkbox"/> Mobility <input type="checkbox"/> Visual <input type="checkbox"/> Other			

### SELECT TRAINING COURSE(S):

\*\*All classes are from 8:30 am - 4:30 pm, unless otherwise noted.\*\*

#### Exam Classes

- ☐ Basic Exam Class (5 Days)  
☐ Exam Waiting List  
☐ Exam Enhancement (1 Day)  
☐ Other (Specify) \_\_\_\_\_

#### Cert Classes

- ☐ Basic Cert Class (3 ½ Days-last day 8:30-Noon)  
☐ Cert Waiting List  
☐ Cert Enhancement (1 Day)

### DATE PREFERENCE:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### REGISTRATION INFORMATION:

#### Prerequisites:

- (1) Attendees must have an SPB Log-on ID of their own.  
(2) Attendees must have a minimum of six months experience utilizing the On-Line system.

**Confirmation of Enrollment:** Approximately 2-4 weeks prior to the first day of class, a confirmation letter will be mailed or faxed to each attendee scheduled for that class.

**Waiting List:** If all classes have been filled, attendees will be placed on the appropriate waiting list. All cancellations will be replaced with someone on the waiting list.

**Substitutions:** Departments may send a substitute instead, as long as the substitute possesses the class prerequisites.

**Billing Information:** There is no cost to Departments that have an executed contract with the SPB's On-Line Program. Cancellations may be received up to 5 working days in advance of the first day of the class without being charged a cancellation fee. Cancellations after the 5 working days prior or no-shows will be charged a \$300 cancellation fee.

### DEPARTMENTAL APPROVAL

<b>Supervisor's Name (printed)</b>		<b>Supervisor's Signature Authorizing Enrollment in Training Class(es)</b>	
		<b>Date:</b>	
<b>Supervisor's Work Title:</b>		<b>Telephone:</b>	
<b>Dept. Training Coordinator:</b>		<b>Telephone:</b>	